



City of Milwaukee

Meeting Minutes

200 E. Wells Street
Milwaukee, Wisconsin
53202

COMMUNITY SERVICE STAFFING TASK FORCE

ALD. TERRY WITKOWSKI, CHAIR

**Deputy City Attorney Linda Burke, Larry Moore, William Gielow, David Feldmeier, David
Heard, Deputy Inspector Anna M. Ruzinski, David Schroeder**

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Thursday, May 18, 2006

1:30 PM

City Hall, Room 301-G

Meeting Convened: 1:38 P.M.

1) Roll Call

Members Present: Witkowski, Burke, Gielow, Heard, Ruzinski and Schroeder.

Members Absent: Feldmeier.

Members Excused: Moore.

2) Approval of the minutes of the April 7, 2006 meeting

*Motion by Mr. Gielow to approve the minutes of the April 7, 2006 meeting. Seconded by
Mr. Heard.*

Prevailed. 6-0.

3) Member comments and reports

*Deputy City Attorney Burke informed members that she would not vote on the proposed
recommendations as her position as a City Attorney may present a conflict of interest
relative to policymaking, however she informed members that she would continue to
advise the task force regarding legal matters relative to the research of the CSO position.*

*Ald. Witkowski agreed that Deputy City Attorney Burke would "abstain" from voting on
items contained in the final report and recommendations relative to the CSO position.*

*Deputy Inspector Ruzinski advised members that she was still researching the costs
associated with the CSO training, and that she would forward the information via e-mail for
member review prior to the next meeting.*

*Laura Sutherland, Department of Employee Relations presented a draft copy of the job
description for the CSO position.*

4) Review of the final draft report and recommendations

*Members made the following amendments relative to the recommended draft CSO job
description:*

Ms. Sutherland advised members that item 1-10 had been amended to remove language that included pay ranges.

Item 8 was amended to remove information referring to specific bargaining units.

Deputy Inspector Ruzinski referenced item 11 of the CSO draft job description, relative to the basic functions of the position. She informed members that the generalized functions were appropriate as drafted as it allows for the Chief of Police the authority to utilize CSOs in a variety of areas that would not require the attention of sworn Police Officers.

Ms. Sutherland advised members that she believed item 12 (A), relative to the essential functions/duties and responsibilities of the CSO was a bit broad and that members could review the information provided and amend it as needed.

12 (A-1). Amend by removing responds to nonviolent emergency, noise complaints, remove traffic position and add traffic controls.

12 (A-1). Amend by removing traffic position and add traffic controls.

12 (A-2). Amend by removing the last sentence "Quells disturbances and maintains civic harmony".

12 (A-3). Amend by removing applicable at the beginning of the sentence.

Deputy Inspector Ruzinski suggested the current draft job description be submitted to Milwaukee Police Department Chief and Assistant Chiefs for the purpose of developing a comprehensive job description for the CSO position so that other aspects of the position could be determined.

There was unanimous consent by members to accept recommendations relative to the CSO job description from members of the Milwaukee Police Department.

Mr. Ramion requested clarification from Deputy Inspector Ruzinski regarding the extent the job description would determine the training program or to what extent the training would determine the job description (ex. would the job description determine whether the training would be an 8 week or 12week training program)?

Deputy Inspector Ruzinski responded that based upon the scope of the job responsibilities for the CSO, it did not appear that the training would be dramatically changed.

Motion by Deputy Inspector Ruzinski to amend the age requirement as follows:

F. Minimum Qualifications Required.

Must be 21 at date of application and in good physical condition.

Prevailed. 5-0.

Ms. Sutherland requested members review the following items:

L. Supplementary Information.

Motion by Mr. Schroeder to amend item (L) to read:

To be hired as a Community Service Officer, applicants must pass an examination for the job, which may include written, oral, and physical elements. They must also pass a background investigation and medical examination, including a drug screen test. Community Service Officers will be required to complete a training program.

Residency in the City of Milwaukee is required within six months of hire.

Community Service Officers may be exposed to armed/dangerous persons, communicable diseases, bodily fluids, blood-borne pathogens or biohazards.

Prevailed. 5-0.

Ald. Witkowski informed members the revised CSO job description would be added as an attachment to the original report.

Mr. Schroeder advised members that after all relevant financial data has been provided; he will develop a cost comparison for Police Officers versus CSOs. He also advised members that this data may not identify start-up cost, but it will help in future decision making.

Members developed the following definition for the Community Service Officer:

A Community Services Officer is a civilian employee in the Milwaukee Police Department who has no arrest powers, hired to support basic Police operations and functions by performing a variety of specialized duties not requiring the attention of a sworn Police Officer, including answering calls for service.

Deputy Inspector Ruzinski suggested that the final report include a recommendation that would allow for the expansion of the CSOs job responsibilities in the future to include background investigations.

Task Force members discussed also including the following items as alternatives in their final report and recommendations:

- 1. The feasibility of creating a part-time position for qualified Milwaukee Police Officers who do not work a full 40-hour workweek.*
- 2. Examine the feasibility of augmenting or expanding the current position of Police Services Specialist to include job duties that would align with the job duties of the Community Services Officer.*
- 3. Civilianize Booking Officers and Community Liaison Officer positions.*

Deputy City Attorney Burke advised that the three previous alternatives could result in collective bargaining issues.

Ald. Witkowski advised members that the alternatives that will be included in the final report are listed as part of the task forces discussion relating to their overall research.

Mr. Gielow stated that if there were an option for one or the other, he believed that full-time would be more beneficial.

Mr. Ramion advised members that the option for part-time CSO employment could be a shared position where employees could split workweeks.

Deputy City Attorney advised that employees who work less than 20-hours a week were generally not eligible to receive benefits.

Motion by Ald. Witkowski to include a recommendation in the final report to indicate the Community Service Officer position be full and part-time.

Prevailed. 5-0.

Motion by Mr. Gielow that a recommendation is included in the final report from the task force to assign the Community Service Officers to the Milwaukee Police Department, Patrol Bureau as civilian employee

Prevailed. 5-0.

Motion by Ald. Witkowski to include a recommendation in the final report from the task force that identifies a list of possible job duties for the Community Service Officer, however the final determination of the feasibility of the duties would be at the discretion of the Chief of Police.

Prevailed. 5-0.

Motion by Mr. Schroeder to include a recommendation in the final report from the task force that the pay range for the Community Service Officer be set between the pay ranges of the Parking Checker and a Milwaukee Police Officer.

Prevailed. 5-0.

Motion by Deputy Inspector Ruzinski to include a recommendation in the final report from the task force that the training for the Community Service Officer includes the same curriculum as a Milwaukee Police Officer with the exception of arrest tactics, firearms training and possibly evasive vehicle maneuvers.

Prevailed. 5-0.

Motion by Deputy Inspector Ruzinski to include a recommendation in the final report from the task force that the Chief of Police determines the equipment, uniforms, vehicles and vehicle markings for the Community Service Officers

Prevailed. 5-0.

Motion by Ald. Witkowski to include a recommendation in the final report from the task force that there be community education about what a Community Service Officer is.

Prevailed. 5-0.

Motion by Ald. Witkowski to include a sample of the job requirements for the Community Service Officer, developed by the task force however, the final job duties should be determined by the Chief of Police. In addition, the pay range and job description to be altered as needed after initial determination by the Chief of Police.

Prevailed. 5-0.

Motion by Mr. Schroeder to include a recommendation in the final report from the task force, that language be included at the beginning of the application that would indicate that candidates for the position of Community Service Officer will undergo background checks by the Fire and Police Commission.

Prevailed. 5-0.

Motion by Mr. Heard to include a recommendation in the final report from the task force that would require candidates for the position of Community Service Officer undergo psychological testing prior to date of hire.

Prevailed. 5-0.

Motion by Ald. Witkowski to reference and include letters submitted by the Deputy City Attorney Burke, relative to possible legal issues.

Prevailed. 5-0.

Ald. Witkowski advised members that the task force would not include a recommendation relative to contractual issues, because contractual issues cannot be identified until a union petitioned to represent Community Service Officers.

Motion by Ald. Witkowski to include an alternative recommendation in the final report and recommendations to indicate, "If the CSO program is not adopted by the Common Council, consideration should be given to have the PSS job description amended to background investigations".

Prevailed. 5-0.

Motion by Mr. Schroeder to include a recommendation in the final report from the task force, that the City of Milwaukee implement the CSO program by early 2008.

Prevailed. 5-0.

Motion by Mr. Gielow to include a recommendation in the final report from the task force to offer preference points to candidates with prior City of Milwaukee law enforcement experience.

Prevailed. 5-0.

Mr. Schroeder will provide a report estimating the cost comparisons to hire 20- CSOs at the May 26th meeting. The report will also include budget savings, operational efficiencies versus budget savings, available pilot funding, grants, the connection between the quality of service and cost savings.

5) Next meeting date and time

Friday, May 26, 2006, 9: 00 A.M. in Room 301-B.

Meeting Adjourned: 3:55 P.M.

